

CENTRAL UTAH FIRE INTERAGENCY

FISHLAKE REGULARS INTERAGENCY HANDCREW STANDARD OPERATING PLAN 2016

These guidelines pertain to the forming and dispatching of Fishlake Regulars Interagency Type II Crews for assignments. The forming of a Type II crew for local and off district assignments will be organized based on the rotation schedule and guidelines below, using qualified personnel within Central Utah Interagency Fire. It is the goal of the Central Utah Interagency Organization to form a fully qualified Type II Initial Attack Crew each time the Fishlake Regulars are dispatched to an incident, with realization that this may not always be possible due to a lack of qualified personnel and vehicles.

I. CREW MOBILIZATION PROCESS

The decision that a crew will be available for assignment will be made by the Local-MAC Group. The crew may be statused as available locally, or nationally. Once the decision has been made the, DAFMOs, State, FOS and Dispatch will conduct a conference call and establish leadership roles and structure of crew personnel. A final manifest will be turned into RIFC as soon as complete. Availability of crew will not be passed on to Eastern Great Basin Coordination Center until numbers are confirmed.

Replacements are placed first with the sponsoring station and if no replacements are available, the Agency Handcrew Representative will be contacted to find a replacement. When replacement is found, the Crew Boss and RIFC will be notified.

- A member of the FMO group will address the crew and outline expectations before assignment departure.
- A late incident arrival will need to be coordinated in advance with the incident/IMT.
- All crewmembers must be able to return to duty station by 2200 (off the clock) with rehab and paperwork completed or RON as appropriate. Neighboring units (e.g. Sanpete RD/Manti-LaSal NF, Color Country, West Desert) can be called if Central Utah is unable to obtain minimum Interagency Mob Guide standards.

USE OF Collateral Duty PERSONNEL

Supervisors of and Collateral duty personnel should **ensure that they are fit for the job** and understand the requirements.

AD'S

NEED TO CARRY COMPLETED CASUAL HIRE FORMS TO THE ASSIGNMENT TO ENSURE PAYMENT.

II. HAND CREW STRUCTURE

The structure of the crew will be determined after a conference call consisting of Agency Representatives. Leadership positions for a Type 2 IA Crew will consist of Crew Boss, CrewBoss Trainee, Squad Bosses (3), and (3) Agency Qualified Sawyers

There will be no fewer than 18 or more than 20 members per crew.

During participation on the hand crew all crew members will wear matching red hardhats. Hardhats will be issued from the RIFC cache and returned after completion of assignment.

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III. CREW EVALUATIONS

The Crew Boss (CRWB) is responsible for all performance evaluations. This task may be delegated to the overhead structure of the crew. All FFT1, ICT5, ADs, and all trainee positions will have a performance evaluation form completed before the crew disbands. The CRWB will also obtain a crew evaluation for each assignment.

IV. CREW COHESION

Crew Cohesion will be facilitated by the CRWB either while on an assignment or if possible before an assignment. The following items are recommended for crew success:

- Establish leaders intent
- Cover crew expectations
- Organize crew into squads
- Rules to follow (travel, time, etc. . .)
- Work Rest Guidelines
- Driving Policy and helpful hints to remember - SEATBELTS!!!!
- Cell phone use and/or texting while driving will not be allowed
- Radio procedures
- **Vehicle reports for fuel & maintenance**
- Vehicle Inspections (SOP Form) – Vehicle will have a pre use and post use inspection using form. Appendix B.
- Review Crew Cohesion Principles

V. HAND CREW TRANSPORTATION

Government vehicles

It is the desire and goal of the Fishlake Regs to be mobilized using agency vehicles as the primary mode of transportation. Agencies providing personnel should provide an appropriate vehicle for their personnel; this should be discussed on the crew conference call. The CRWB and CRWB (T) will be responsible for lining up a command vehicle.

The CRWB and CRWB (T) are responsible for each vehicle that goes with the hand crew. The CRWB and CRWB (T) will do inspections using the form in Appendix A of this SOP, on each vehicle before and after each hand crew detail. The CRWB and CRWB (T) are responsible for each vehicle's logbook and to make sure that they are filled out correctly with the correct management codes and fire numbers. Vehicles will also be cleaned prior to being returned.

Make sure that all drivers are licensed to drive the vehicle. All drivers will operate CDL and non-CDL vehicles per agency policy. All Forest Service (FS) employees must have OF-346 card (Operator Card).

Reference Redbook Chapter 7 regarding government driving regulations.

Rental vehicles may be used. This will be coordinated with RIFC and approval obtained prior to renting vehicles.

HAND CREW CONDUCT

Sexual Harassment

Each crewmember has the responsibility to make sure that sexual harassment does not occur on the crew and to report to the CRWB if this type of behavior and/or action does occur.

Sexual Harassment will not be tolerated! The CRWB and CRWB (T) have the responsibility to establish and maintain the crew's conduct at all times.

Illegal (non-prescription) Drugs and Alcohol

Illegal drugs and alcohol are not permitted at any time during an incident portal to portal. Possession or use of these substances will result in disciplinary action. No Alcohol is allowed in a government vehicle at any time for consumption or transportation.

Use of IT and Personnel Entertainment Equipment

There will be no use of Personal Entertainment Equipment (e.g. I-Pods, or any MP3 Players, etc) and Personal Cell phones while on shift. These items may be used in travel status if approved by the CRWB and CRWB (T) and they don't compromise safety, distract others, and make one (or anyone) unable to fulfill job duties and requirements.

VI. QUALIFICATIONS

Will meet Redbook Standards according to chapters 13 and 2.

For Type 2IA crews the Crew Boss and or trainee will have purchasing authority to support all crew member travel costs within each agency's policies. See appendix C.

All personnel will carry current red cards while on fire assignments.

VII. TIMEKEEPING AND PAYING

State Employees will be responsible to provide the Crew Boss with a CTR for their daily time. Original documentation must return home with state employees.

AD Employees rate of pay will be determined by their casual hire form.

Forest Service AD employees will turn time documents in at the incident.

BLM AD employees will bring time documents back to the home unit and will be processed with their AD hiring office.

PER DIEM RATES

Crew Boss must be familiar with Per Diem guidelines for each agency. Certain agencies have different guidelines regarding the breaking of area location rates. **If local per diem rates are exceeded, individuals may be held responsible for the dollar amount above the local rate.**

VIII. SUMMARY OF CRWB RESPONSIBILITIES

- Coordinates with RIFC on crew mobilization times as described on the resource order
- Reviews and completes crew manifest
- Organizes and configures crew – Saw teams, FFT1, EMTs, trainees
- Obtains dispatch support for logistical needs
- Maintains a working multi-channel handheld radio and complete Crew Boss kit
- Ensure that vehicle inspections are completed before and after an assignment
- Ensure Vehicle usage reports are filled out accurately
- Follows rules and guidelines for crew operation and organization
- Review Crew Cohesion Principles with your assigned crew
- Ensures crew conduct is professional and follows multi –agency guidelines
- Communicate the chain-of-command to your crew
- Ensure crew follows travel guidelines (Refer to mobilization guides)
- Ensures crew readiness (PPE, gear, vehicles, lunch, water, tools, equipment, Red Cards, etc)
- Ensures LCES, welfare, and safety of crewmembers at all times, including work/rest guidelines
- Provides or disseminates communication structure (during travel and on the field/fire line to all personnel)
- Briefs and debriefs crew for each task assignment or shift; updates information as warranted
- Vehicle accidents; the CRWB will ensure proper forms are filled out, completed and returned to home unit
- Personal Injury; CRWB will assure proper forms are filled out, completed and returned to home unit
- In the event of an injury the CRWB will notify RIFC of the injury
- Completes assignments (monitor crew's fatigue and capabilities/limitations)
- Ensures completion of unit logs, CTRs, evaluations, accident/injury reports, property damage/loss, task books
- Obtain necessary S#s for any crew replacement equipment/gear and used items from the Hand crew cache at RIFC.
- Reviews Crew Time Reports prior to check-out for accuracy and completeness
- Call Dispatch with your demobilization information as soon as it is available.
- Complete Performance Evaluations
- Follow standard DEMOB process and notify RIFC when released back to home unit
- Deliver Crew Evaluation to the Dispatch Center Manager at the completion of your assignment
- Ensures crew helmets are cleaned and ready for use by the next person

IX. SUMMARY OF DAFMO/FOS RESPONSIBILITIES

- Make sure that crew make-up meets the Red Book Standards for type of crew being mobilized. (i.e. Type 2 IA, Type 2)
- Coordinate with dispatch on individuals available for hand crew assignment.
- Ensure proper Work/Rest guidelines have been met prior to committing individuals.

X. SUMMARY OF DISPATCH RESPONSIBILITIES

- Completes crew manifest in ROSS and make the crew available in ROSS
- Contacts CRWB and Duty Officers (DO) when resource orders are received
- Coordinates crew mobilization with home and ordering units as needed
- Provides CRWB with resource order and other fire information available
- Coordinates crew logistical needs as necessary
- Arrange any alternate types of transportation when agency vehicles are unavailable for mobilization. Approval must be given by the FMO Group/ Duty Officers and agreed upon by the Crew Boss before arrangements are made.
- Coordinates re-assignment of crew between units and agencies within the Central Utah Interagency Fire Management area
- Notify the Great Basin Coordination Center that we will have a crew available
- Injuries reported by a CRWB will be communicated to the employees FMO

XI. INITIAL CREW BRIEFING

- Ensure your crew is a highly professional interagency crew. Appearance and behavior is a critical part of this. Be On Time!!
- Come with a positive attitude, ready to work hard, and expect to be available to a full 14 days tour
- Must have a current red card
- Review Firefighter Guidelines
- Determine crew organization (maximize training opportunities)
- Balance inexperience within squads
- Utilize PPE as required
- Crew will travel, sleep, and eat together – You may be asked to double bunk based on room availability.
- EEO violations and illegal drug use will not be tolerated
- No one leaves camp without approval from the CRWB no one will leave a “closed” camp without the authorization of the IC
- Ensure that your crew meets Great Basin’s Type II requirements
- Crew will adhere to the Fire Business Management Handbook work/rest and travel guidelines
- Remember “Leave No Trace” ethics wherever you go
- On commercial, fixed wing, or helicopter flights ensure crew is aware of all regulations pertaining to flight
- If crew members use prescription medications, ensure they have enough for the entire assignment

Appendix A

FISHLAKE REGS - Firefighter Guidelines

This is a brief list of expectations for EVERY FIREFIGHTER with the Central Utah Interagency Fire Management area. It is not meant to be all-inclusive, but a working list. As always, when a crew is formed, the final say in what the crew does and how it is done is determined by the CRWB. If you have questions about any of this, please talk with your local FMO. Failure to follow these guidelines may result in a negative report, which could affect your future participation. Fishlake Regular Crews have earned good marks for being hard-working and reliable. Help better our reputation. KEEP UP THE GOOD WORK AND THEY WILL ASK US TO HELP AGAIN!

1. Maintain physical fitness, to perform well for your own safety and that of the crew.
2. A call-out can come at any time. Be prepared. Have your personal gear ready and organized, at home and on a fire. Total weight cannot exceed 65 pounds, without water.
3. Be mentally ready for a 14 day dispatch. Plan ahead. Keep your personal affairs (bills/pets) in order.
4. Plan to be fire-ready when you report for an assignment; wearing fire boots, Nomex, and have other PPE, and line gear ready. Be on time. Don't make the crew wait for you.
5. Pay status begins when you arrive at a place of work and begin the mobilization process, not from when you received the call or include your travel time to your mobilization location.
6. Inform your CRWB of pre-existing health problems such as allergies when the crew is being organized. Bring needed medications with you along with your doctors contact information. Be prepared! Bee sting allergies won't prevent you from doing your job, but if you don't tell your supervisors of your condition, they can't do their job.
7. Promote a **POSITIVE SAFETY ATTITUDE**. Follow the Standard Fire Orders, Watch Outs, and LCES. Be especially aware of environmental factors that effects fire behavior (ie. wind, relative humidity, slope/terrain). Monitor the effects of smoke and fatigue on yourself and fellow crewmembers. Openly communicate in a professional manner through the chain-of-command.
8. Utilize the chain-of-command to communicate unsafe working conditions, of fatigue, of any physical/health ailments that develop, and of accident or injury, no matter how minor.
9. If injury/illness occurs on an incident, make sure you obtain copies of any reporting forms used for your treatment on the assignment.
10. Whether on or off-duty, let your Squad Boss or CRWB know where you are going and how they can locate you. If you need additional supplies, request these through your Squad Boss. Remember your actions will reflect on what others think about FISHLAKE REGULAR CREWS, not just you. Help each other out.
11. HYDRATE yourself with WATER, not soft drinks or energy drinks.

MECHANICAL INSPECTION OF AUTOMOTIVE EQUIPMENT

(Reference FSM 7130)

11. Charge to:		2. Unit Number		3. Make And Type	
11. Maintenance Assigned to:		4. Equipment (FS) No.		5. Meter Reading	
		11. Date Inspected			
8. Type of Inspection (X appropriate box) <input type="checkbox"/> Initial Service <input type="checkbox"/> Annual <input type="checkbox"/> Other (specify) _____					
9. Codes R – Replace X – Repair A – Adjust V – Checked Ok L – Lubricate S – Service					
10. Inspection List					
<u>Pre-inspection (if needed)</u>	Code	Road Test	Code	<u>Under Hood</u>	Code
Clean Vehicle Exterior		Brake – Parking		Wiring	
Clean Vehicle Interior		Foot Brake		Manifold Heat Valve	
Clean Engine		Steering		Ignition system	
		Starter		Spark Plugs	
<u>Vehicle Exterior</u>		Controls		Fuel Lines	
Paint		Gauges		Fuel Pump	
Decals		Switches		Carburetor	
Winch		Noises		Motor Mounts	
Bumper		Clutch		All Belts	
Fenders		Back-up Alarm		Master Cylinders –Level	
Cab		<u>Under Vehicle</u>		Fuel Filter	
Body, Bed, or Rack		Steering Gear			
Tire Carrier		King Pins or Ball Joints			
Trailer Hitch (Adequate)		Turn Stops			
Mirrors-tight (Adq)		Tie Rod			
		Axle Joints (4x4)			
		Cab Mounts			
<u>In Cab</u>		Shock Absorbers		<u>Operation</u>	
Doors		Suspension		Chassis Lube	
Glass		Tires		Oil Change	
Mirrors		Wheels		PCV Valve	
Wipers		Brake Lining		Oil Filter Change	
Washers		Brake Cylinders		Air Cleaner	
Heater		Brake Lines – Cables		Coolant – Protection	
Defrosters		Frame		Battery	
Lights		Transmission- Lines		Front Wheel Bearing Lub	
Turn Signals		Transfer Case		Door Latches – Locks	
Horn		Drive Shafts		Trailer Plug – Controls	
Seat Cushions-Track		U-Joint		Air Conditioner System	
Seat Belts		Differential			
Extinguisher		Exhaust System			
First-Aid Kit-mounted		Mud Flaps			
Log Book					
Jack					
Lug Wrench					
Flares/Reflectors					
11. Remarks					
Inspected by: (signature)		Final Road Test by:		Entered In Unit Service Record:	
				(Date) (Name)	

Appendix C

Purchasing Authority

If a crew member has a FS credit card with purchase authority, or a BLM credit card with Crew Chief Option, they may purchase motel rooms for any person on the crew **EXCEPT for a BLM employee that has a travel card.**

The BLM 1512 Charge Card Manual is clear that if a BLM employee has a travel charge card issued, they are to be putting their lodging on that card. Temporary seasonal employees or others without charge cards are able to have their lodging purchased by anybody with the proper authority.

There are circumstances when an incident may purchase rooms for the crew, or due to the sharing of rooms only one travel card is charged for 2 people, but this should be the exception, not standard operating procedure.

Appendix D

Fishlake Regulars Hand Crew Cache Item List

The following items will be available at the RIFC Cache:

- 2 box of fusees
- 8 drip torches
- 10 gallons of drip torch mix
- 8 boxes of MREs
- 3 coolers of iced water and Gatorade (or something similar)
- 20 cubetainers
- 2 10 person first aid kits
- Belt weather kit
- 6 Extra Tools(3 scrape, 3 cutting)
- 2 cases of batteries
- Trash bags

CREW BOSS IS RESPONSIBLE FOR GETTING THESE ITEMS REPLACED FROM THE INCIDENT. REPLACEMENT CAN BE ACCOMPLISHED THROUGH ACTUAL REPLACEMENT OR S NUMBER.